Board Position Management

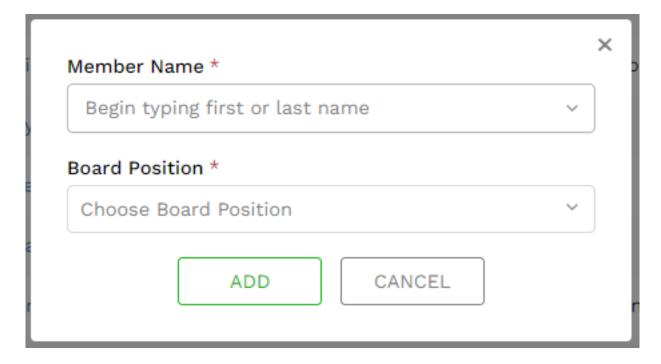
How do I change the board member holding a board position or the board position a board member is holding?

To change the board member holding a board position or to change the board position a board member is holding, follow these steps:

- 1. Go to the Admin Tools tab at the top.
- 2. Go to Board of Directors under the Organization Management heading.
- 3. Click on the yellow pencil icon on the board position you'd like to change.



- 4. Change either the Board Position and/or the Member with the drop-down menus.
- 5. Once finished, click on the green Update Board Member button.



Didn't find what you're looking for? <u>Contact Biznomos Support</u> online or call toll-free at <u>1-800-232-3989</u> for additional help.

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